

## ZONING VERIFICATION GUIDE

Zoning Certification Letters (sometimes called Zoning Verification Letters) are requests for information on the zoning of a specific property. You may request a Zoning Certification Letter through the online portal. Please include a letter stating the specific zoning and land use information you wish to have addressed with your request. Zoning Certification Letters generally take two to three weeks to complete.

**Note:**

- More complex questions cannot be answered through the Zoning verification letter – you may need a pre-development meeting

### What is a Zoning Verification Letter?

A zoning verification letter is a document provided by the City to verify the current zoning of the site. The zoning verification letter will contain the following information

- The zoning that applies to the property
- The future land use designation that applies to the property
- Information on the permitted uses and development regulations for the property
- Whether the current use of the property is legal / nonconforming / or legal nonconforming
- If there are any outstanding code enforcement violations on the property
- Provisions set forth for rebuilding if the structure is destroyed
- Information on the original land use permits required to construct the development (such as variances, planned unit developments, or conditional use permits)

### Additional Information

- Make sure the property is located within the City of Lynnwood using this [map](#)
- Submit the application and fees at least two weeks before the letter is needed
- Submit the request online: [dbs.lynnwoodwa.gov](http://dbs.lynnwoodwa.gov)
- One application is required per parcel
- The zoning verification letter will be provided in a standard format from the City
- Copies of certificates of occupancy or approved site plans must be obtained via a [public records request](#).